

RELEASE OF INFORMATION IN ADOPTION RECORDS -
FORM RECORDING

PURPOSE:

This form will be used by the Children's Services Worker to record activities associated with the release of information in adoption cases.

NUMBER OF COPIES AND DISTRIBUTION:

One copy will be placed in the "Release of Information" section of the adoption record.

INSTRUCTIONS FOR COMPLETION:

This form is completed, as necessary, each time an individual makes a request.

Name - Requestor:

Enter the name of the person requesting assistance.

Date: Req. (Request):

Enter the date of the initial contact by the requestor.

Period Covered:

Enter the date that the particular request was completed. If more than one service was provided enter the date the last service was completed. Note in the case notes the dates of all other services were provided.

Category:

Check the appropriate box to indicate the identity of the requestor.

Services Provided:

Check the appropriate box to indicate the service requested. More than one box may be checked.

Case Notes:

This section is to be used by the Children's Services Worker to record activities performed while providing the requested service. Dates, person contacted, and outcome should be entered.

Worker Name and Title:

Enter the name and title of the staff person completing this form.

INSTRUCTIONS FOR RETENTION:

This form will be retained permanently.